



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE:** Safety Assistant

OPEN: January 16, 2024

EXEMPT: No

SALARY: (7) \$20.07-\$22.60/hr. DOE

SHIFT: Day

LOCATION: Administration

DURATION: Regular Full-time

CLOSES: February 5, 2024

JOB CODE:

DIVISION: Administration

DEPARTMENT: General Managers office

SUPERVISOR: Tribal Administrator

VACANCIES:1

JOB SUMMARY: Safety Assistant must have a flexible schedule to meet job requirements. Many work hours will be during Lummi Indian Business Council functions on nights and weekends. Candidate will also assist the Safety Office with managing, and execution of LIBC health and safety program policy in order to provide a safe and healthy workplace for LIBC employees and Lummi community members. The incumbent will assist with monitoring and enforcement of, but not limited to, COVID-19 policy, and best practices set forth by the Lummi Public Health Team, the CDC, and the LIBC. Assist in the LIBC emergency management coordination while working closely with the Lummi Nation Safety Office, General Managers Office, and the Emergency Management Team.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Assist with ensuring that LIBC and the Lummi community members are in compliance with COVID-19 Health and Safety policy at LIBC functions or in LIBC buildings.
2. Assist with maintaining and updating safety policies as needed.
3. Attend and help facilitate Emergency Management Trainings and Meetings as needed.
4. Work directly with management on responding to emergency management needs and assist with the operations of the inclement weather shelters for the Lummi Nation.
5. Responsible for promoting workplace safety through, but not limited to, signage, flyers, e-mails, social media, etc.
6. Assist with maintaining Safety Office files and managing all Safety Office documentations.
7. Assist with coordinating and conducting CPR/First Aide Classes and Trainings, as needed.
8. Assist with covering LIBC Administration Greeter and General Manager Front Desk as needed.
9. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or GED required.
- Associates of Arts Degree *preferred*.
- Two years work experience as a receptionist required.
- Must be able to perform CPR compressions for up to 5 minutes.

- Able to lift 60 pounds repetitively unassisted.
- Able to climb a flight of stairs repetitively.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Must obtain a valid First Aid, CPR, Instructor Certification within 90 days of hire.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Excellent communication skills both orally and written.
- Detail oriented and has great time management skills.
- Organizational skills and ability.
- Outstanding interpersonal skills and experience.
- Ability to prioritize workload and work under pressure of numerous deadlines.
- Self-starter and self-motivated to seek out safety concerns.
- Ability to work independently on assigned tasks as well as accept direction on assignments.
- Ability to read and interpret documents such as, but not limited to, OSHA, WISHA and FEMA regulations, the Lummi Safety Manual, Human Resource policies and procedures, Emergency Action Plan (EAP), The Community Action Plan, Medical reports from the Center for Disease and Control (CDC), and the Lummi Health Team.
- Ability to establish good working relationships with LIBC Department Directors / Managers / Supervisors, and employees.
- Ability to define problems, collect data, establish facts, and draw valid conclusions and see the process through to a reasonable solution.
- Knowledge of Microsoft Office (Word, Excel, Access, and PowerPoint programs).

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must attend required Emergency Management trainings and meetings.
- Must obtain FEMA completion certificates for CBT courses 100/200/317 within 30 days.
- Must be able to maintain strict confidentiality at all times, with highly sensitive information.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.